

**SAM II HR/PAYROLL  
PAYROLL PROCESSING SCHEDULE**

Down 6:00 pm							
PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY (2)	PRELIM GTN RUN BEGINS 6:00 p.m. (4)	REGULAR GTN/GL INTERFACE (5)	CHECKS AVAILABLE	CHECK DATE
Dec 2004 Pay Cycle 2	12/16/04 to 12/31/04	01/01/05	12/23/04 to 01/06/05	01/06/2005	01/07/2005	01/12/2005	01/14/05
Jan 2005 Pay Cycle 1	01/01/2005 to 01/15/05	01/16/05	01/08/05 to 01/22/05	01/22/2005	01/24/2005	01/27/2005	01/31/05
Jan 2005 Pay Cycle 2	01/16/05 to 01/31/05	02/01/05	01/25/05 to 02/05/05	02/05/2005	02/07/2005	02/10/2005	02/15/05
Feb 2005 Pay Cycle 1	02/01/05 to 02/15/05	02/16/05	02/8/05 to 02/17/05	02/17/2005	02/18/2005	02/24/2005	02/28/05
Feb 2005 Pay Cycle 2	02/16/05 to 02/28/05	03/01/05	02/19/05 to 03/07/05	03/07/2005	03/08/2005	03/11/2005	03/15/05
Mar 2005 Pay Cycle 1	03/01/05 to 03/15/05	03/16/05	3/9/2005 to 03/23/05	03/23/2005	03/24/2005	03/29/2005	03/31/05
Mar 2005 Pay Cycle 2	03/16/05 to 03/31/05	04/01/05	03/25/05 to 04/07/05	04/07/2005	04/08/2005	04/13/2005	04/15/05
Apr 2005 Pay Cycle 1	04/01/05 to 04/15/05	04/16/05	04/09/05 to 04/21/05	04/21/2005	04/22/2005	04/27/2005	04/29/05
Apr 2005 Pay Cycle 2	04/16/05 to 04/30/05	05/01/05	04/23/05 to 05/05/05	05/05/2005	05/06/2005	05/12/2005	05/16/05
May 2005 Pay Cycle 1	05/1/2005 to 05/15/05	05/16/05	05/7/05 to 05/21/05	05/21/2005	05/23/2005	05/26/2005	05/31/05
May 2005 Pay Cycle 2	05/16/05 to 05/31/05	06/01/05	05/24/05 to 06/07/05	06/07/2005	06/08/2005	06/13/2005	06/15/05
Jun 2005 Pay Cycle 1	06/01/2005 to 06/15/05	06/16/05	06/09/05 to 06/22/05	06/22/2005	06/23/2005	06/28/2005	06/30/05
Jun 2005 Pay Cycle 2	06/16/05 to 06/30/05	07/01/05	06/24/05 to 07/07/05	7/7/2005****	07/08/2005	07/13/2005	07/15/05
July 2005 Pay Cycle 1	07/01/05 to 07/15/05	07/16/05	07/09/05 to 07/21/05	07/21/2005	07/22/2005	07/27/2005	07/29/05
July 2005 Pay Cycle 2	07/16/05 to 07/31/05	08/01/05	07/23/05 to 08/06/05	08/06/2005	08/08/2005	08/11/2005	08/15/05
Aug 2005 Pay Cycle 1	08/01/05 to 08/15/05	08/16/05	08/9/05 to 08/23/05	08/23/2005	08/24/2005	08/29/2005	08/31/05
Aug 2005 Pay Cycle 2	08/16/05 to 08/31/05	09/01/05	08/25/05 to 09/07/05	09/07/2005	09/08/2005	09/13/2005	09/15/05
Sept 2005 Pay Cycle 1	09/01/05 to 09/15/05	09/16/05	09/09/05 to 09/22/05	09/22/2005	09/23/2005	09/28/2005	09/30/05
Sept 2005 Pay Cycle 2	09/16/05 to 09/30/05	10/01/05	09/24/05 to 10/05/05	10/05/2005	10/06/2005	10/12/2005	10/14/05
Oct 2005 Pay Cycle 1	10/01/05 to 10/15/05	10/16/05	10/07/05 to 10/22/05	10/22/2005	10/24/2005	10/27/2005	10/31/05
Oct 2005 Pay Cycle 2	10/16/05 to 10/31/05	11/01/05	10/25/05 to 11/05/05	11/05/2005	11/07/2005	11/10/2005	11/15/05
Nov 2005 Pay Cycle 1	11/01/05 to 11/15/05	11/16/05	11/08/05 to 11/19/05	11/19/2005	11/21/2005	11/28/2005	11/30/05
Nov 2005 Pay Cycle 2	11/16/05 to 11/30/05	12/01/05	11/22/05 to 12/07/05	12/07/2005	12/08/2005	12/13/2005	12/15/05
Dec 2005 Pay Cycle 1	12/01/05 to 12/15/05	12/16/05	12/09/05 to 12/21/05	12/21/2005	12/22/2005	12/28/2005	12/30/05

(1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!

Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.

(2) Note that system down time in the shaded columns overlap with the Time & Leave Entry period for the next pay cycle.

As an example, for the May 2005 Pay Cycle 2 the system will be down from 6:00 p.m. 06/07/05 until cycle has completed. This overlaps with the Time and Leave Entry dates of the June 2005 Pay Cycle 1.

(3) Direct deposit information must be submitted to OA Accounting as Agencies receive the information to assure proper processing.

(4) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.

(5) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.

(6) NOTE: The State Treasurer's Office will receive checks & direct deposit advices on the day after the Regular cycle.

The FINAL DEADLINE for return delivery is 5:00 pm the working day PRIOR to the "Checks Available" date shown above.

\*\*\*\*All LDPR entries must be entered with an effective date of 06/16/05 prior to this paycycle.

Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.